ACTIVATION PLAN

CAPE GIBSON/CAPE GIRARDEAU

DTMA –8C-00027

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Phase V - Activation

Please find the following ACTIVATION PLAN concerning Ready Reserve fleet vessels - **CAPE GIBSON** and **CAPE GIRARDEAU**. These vessels are "outported" in the West Coast port of San Francisco, California at Alameda Point-Pier 2. The status of the **Cape Gibson** and **Cape Girardeau are** a 5 Day Ships with a 9 Man ROS Crew.

Contract number DTMA-8C-00027 lists Patriot Contract Services, LLC (PCS) as the Ship Manager for the two aforementioned RRF vessels. PCS has experienced many activations, both "no-notice" and "planned", on a singular and multiple callout. A multiple call out is the most demanding, requiring extraordinary effort to deal with a magnitude of additional details. One basic reason for this is that the core of the Ship Manager staff is managed lean with no over abundance of persons 'standing by'. With more than one ship called out at any given time it is necessary to implement supplementary technical persons to augment the RRF staff. This process is simplified by calling on reserve resources available within the PCS Marine Operations Staff or tasking the reserve list of talent from its personnel "pool". PCS has developed a reputation that enables it to draw highly qualified personnel to its ranks and is able to compile and maintain a group of Marine Engineers and Deck officers waiting for assignment.

A. Basic Activation Team

The Ship Manager has created a Basic Activation Team (BAT). The BAT(**) consists of technical personnel within the Ship Manager group taking direction from the Director of the Ship Manager Project; Felix Childs. The Group 37 vessels; CAPE GIBSON and CAPE GIRARDEAU, have a Port Engineer as its leader. During single or multiple activations, The leader of the BAT would take charge and oversee all local operations with support from the Ship Manager's home office.

B . A . T .

BASIC ACTIVATION TEAM

RRF Program Mgr(**)		**Grant Stewart**	**925-296-1909**
PCS Staff Mgr	(**)	Bobbi Wolff	925-296-1906
Port Engineer	(**)	Jay Mayse	510-864-6014
Ship Master		To be assigned by BAT	
Ship Chief Engineer		To be assigned by BAT	
Ship First Asst. Engineer		To be assigned by BAT	
Ship's Officers & Crew		BAT Rep contacts Union Halls for vessel crewing.	

In the absence of the PCS Program Manager, the PCS Staff Manger and PCS Port Engineer will make the activation decisions as required. They will confer with the PCS Executvie Vice President and COO, as appropriate, in order to apply the best overall judgment in applicable situations.

The Master of choice for the activating vessel will usually be nominated by the Human Resources Panel and the RRF Program Manager, with concurrence on the choice by the Executive Vice President & COO.

B. Activation Information (cont.)

Since there is a crew aboard to maintain the Cape Gibson and Cape Girardeau at a readiness level, a ship repair company will be employed to assist the BAT leader and his staff in preparing the vessel for activation. In the event the Girardeau being activated it needs to be towed to a shipyard facility to accomplish necessary work, the Ship Manager's appointed agent will assist in arranging for tugs and pilots. The Ship Manager would probably utilize the services of General Steamship Agencies to act as Ship's Agent during activations in the San Francisco Bay Area. They will be responsible for tugs, pilots, line handlers, documents and cellular phones.

Upon notification of an Activation, the BAT leader will refer to the current lisiting of qualified local Ship Repair companies maintained for the San Francisco area. This list will contain pertinent information concerning each facility; i.e. historical labor hourly rates, estimates of mark up cost for materials and services obtained thru each company. Upon receipt of current quotation of labor rates and availability of the necessary skilled manpower to complete activation, the BAT leader, after confering with the Contracting Officer, will award one company the General Contract for the Activation. An PCS Subcontract Order is issued to the selected General Contractor.

As required, The General Contractor, Technical Representatives, and/or Sub-Contractors will be called upon to provide assistance as needed to perform the Activation Specification. The General Contractor will be notified of any Technical Representatives and/or Sub-Contractors hired directly by the BAT leader to assist in the activation. The services of any Tech Reps, and/or other Subcontractors engaged will be acquired using FAR procurement practices.

C. Activation Contractors: Prime and Sub

PRIME CONTRACTORS:

San Francisco Bay Area Ship Repair Companies
considered capable of Activation

Addressee	Address	City	State	Zip	Attn	Phone
GENERAL ENGINEERING	840 HARRISON STREET	SAN FRANCISCO	CA	94107	PETER BLAKE	(415) 391-2255
SAN FRANCISCO DRYDOCK	FOOT OF 20TH STREET	SAN FRANCISCO	CA	94107	CARL HANSEN	(415) 861-7447
BAY SHIP & YACHTt	2900 MAIN ST.	ALAMEDA	CA	94107	PAUL GATES	(510) 337-9122
NAUTICAL ENGINEERING	1790 11ST	OAKLAND	CA	94606	ANDY COYNE	(510) 839-0902
PUGLIA ENGINNEERING	400 WEST TRIDENT AVE	ALAMEDA	CA	945017	MARC WILSON	510-864-7033

SUB CONTRACTORS:

LESLIE REGULATORS

Leslie Controls, Inc.
Technical Service
1114 Business Circle
Cerritos, Ca. 90701
Ph. (213) 860-0463

Technical Services Group
2900 Main St.
Alameda, Ca. 94501
Ph. (510) 522-8326
Fax (510) 522-3136

Calhoun-Dejong
3907 N. Interstate
Portland, Or. 97227
Ph. (503) 288-5091
Fax (503) 288-4507

Propulsion Controls Engineering
1304 Sampson Street
San Diego, CA 92113
Ph. (619) 235-0961
FAX 233-5096

Propulsion Controls Engineering
Seattle, Washington
Ph. (206) 762-8659
FAX 763-3722

C. Activation Contractors: Prime and Sub (cont.)

AUTOMATION

Gobel Technical Services
Mike Gobel
(707) 421-0790
(707) 429-1718

Technical Marine Service
5555 N. Channel Ave., Bldg 43
Portland, Or. 97217
Ph. (503) 285-8947
Page (503) 796-8828
Fax (503) 285-1379
Home (503) 246-9775

Sea-Mar Electronics
San Pedro
Ph. (310) 832-6441
Fax (310) 832-4935

OIL WATER SEPARATORS

World Water Systems
Tustin Ca. 92681
Ph. (714) 641-2968
Fax (714) 641-1215

Sea-Mar Electronics
San Pedro
Ph. (310) 832-6441
Fax (310) 832-4935

Gobel Technical Services
Mike Gobel
(707) 421-0790
(707) 429-1718

C. Activation Contractors: Prime and Sub (cont.)

MARINE SANITATION DEVICES

Microphor, Inc
452 E. Hill Rd.
Willits, Ca. 94590
Ph. (707) 459-6617

Red Fox Environmental Services
Lafayette, La. 70505
Ph. (318) 235-2499

Westpac Industries
Cardiff, Ca. 92007
Ph. (619) 944-0408

EES Corp (Eitech)
Omnipure
12850 Bournewood Dr.
Sugar Land, Tx. 77478
Ph. (713) 240-6770 / (713)274-8556
Fax (713) 240-6762

SAFETY VALVES

Henze Service
2007 E. Stewart St.
Tacoma, Wa. 98421
Ph. (206) 627-6100
Fax (206) 272-9017
(800) 932-8010

R & C Valve Repair
8118 Allport Ave
Santa Fe Springs, Ca. 90670
(213) 945-1608
Emerg (213) 421-8635

Superior Machine & Valve
2350 Third Street
San Francisco, CA 94107
(415) 282-8787
(415) 282-2527

Charles Lowe Co.
1400 Park Ave.
Emeryville, Ca. 94608
Ph. (510)-652-5900
Fax (510)-652-5387

Steam Valve Machine Co.
98 Hagenberger Loop
Oakland, Ca. 94621
Ph. (510) 635-9091
Fax (510) 635-2223

C. Activation Contractors: Prime and Sub (cont.)

LUBE OIL ANALYSIS

Herguth Petroleum Labs
Vallejo, Ca. 94590
Ph. (707) 554-4611
Fax (707) 554-0109

BOILER FEED PUMPS

Calhoun-Dejong
3907 N. Interstate
Portland, Or. 97227
Ph. (503) 288-5091
Fax (503) 288-4507

Keizer Associates
55 Mississippi St.
San Francisco, Ca. 94107
Ph. (415) 621-0881
Emerg (415) 924-9756

American Thermo-Tech
Gert Berntsson
1663 Industrial Ave. #E
Norco, Ca. 91760
Ph. (800) 732-1345
Fax (714-737-2912

LUBE OIL PURIFIERS

Alfa-Laval Separation, Inc.
23 Pimentel Ct.
Novato, CA. 94947
Ph. (414) 883-8480
Fax (415) 382-0308

Charles Lowe Co.
1400 Park Ave.
Emeryville, Ca. 94608
Ph. (510-652-5900
Fax (510-652-5387

C. Activation Contractors: Prime and Sub (cont.)

THERMOGRAPHIC SURVEYS

Systems Energy Audit
8261 Hillandale Dr.
San Diego, Ca. 92120
Ph. (619) 265-1901

American Thermo-Tech
1663 Industrial Ave. Unit #E
Norco, CA 91760
Ph. (800) 732-1345
Fax (714) 737-2912

Molnar Service
1240 N.E. 175th.
Box 55576
Seattle, Wa. 98155-0576
Ph. (206) 363-5001
Fax (206) 363-5002

Condition Analyzing Corp
23 White Street
Eatontown, NJ. 07724
Ph. (908) 542-5588
Fax (908) 542-2967

VIBRATION ANALYSIS

Condition Analyzing Corp
23 White Street
Eatontown, NJ. 07724
Ph. (908) 542-5588
Fax (908) 542-2967

Elliot and Associates
Box 2589
Martinez, Ca. 94553
Ph. (510) 372-0770
Fax (510) 372-5475

McDonnell Engineering
1014 5th Ave West
Seattle, Wa. 98119
Ph. (206) 283-7484
Fax (206) 286-1025

IPM Testing Services
Box 2589
Martinez, Ca. 94553
Ph. (510) 372-0770
Fax (510) 372-5475

3M Analysis
4932 Estates Way
El Cajon, Ca. 92020

DLI Engineering Corp
253 Winslow Way West
Bainbridge Island, Wa. 98110
Ph. (206) 842-7656

C. Activation Contractors: Prime and Sub (cont.)

STEERING GEAR

Sperry Marine, Inc.
1329 Evans Ave.
San Francisco, Ca. 94124
Ph. & FAX (415) 282-7150

Hydraulic Services
2734 San Pablo Ave.
Berkeley, Ca. 94702
Ph. (510) 548-5400
Fax (510) 548-1809

Propulsion Controls Engineering
1304 Sampson St.
San Diego. Ca. 92113
Ph. (619) 235-0961
Fax (619) 233-5096

Propulsion Controls Engineering
Seattle, Wa.
Ph. (206) 762-8659
Fax (206) 763-3722

BOILER TUBES

Murray Tube Works
650 Green Lane
Box 2065
Union, NJ. 07083
Ph. 800-845-3052
Fax (908) 354-5961

Mariner's Astubco
315 River Road
Edgewater, NJ. 07020
Ph. (800) 882-4640
Fax (201) 945-2019

REFRIGERATION

Commair Mechanical Services
1266 14th St.
Oakland, Ca. 94607
Ph. (510) 839-1500

ODACO

San Francisco, CA
Ph. (415) 822-7170

C. Activation Contractors: Prime and Sub (cont.)

BOILER CHEMICALS

Drew Ameriod Marine
2327 Union Street
Oakland, Ca. 94607
Ph. (510) 832-1904
Fax (510) 452-9378
Emerg (707) 426-0398

Drew Ameriod Marine
One Drew Plaza
Boonton, NJ. 07005
Ph. (201) 263-7600
Fax (201) 263-4491

Nalfleet, Inc
195 Mountain Ave.
Springfield, NJ. 07081
Ph. (201) 379-1340

Unitor Ships Service
2375 W. Esther
Long Beach, Ca. 90813
Ph. (213) 437-2813
Fax (213) 432-8393

TANK GAUGING EQUIPMENT

King Engineering Corp
3201 S. State St.
Ann Arbor, Mi. 48108
Ph. (313) 662-5691
Fax (313) 6626652

Technical Services Group
2900 Main St.
Alameda, Ca. 94501
Ph. (510) 522-8326
Fax (510) 522-3136

C. Activation Contractors: Prime and Sub (cont.)

ELECTRICAL REPAIR

Dahl-Beck Electric
2775 Goodrick Ave.
Richmond, Ca. 94801
Ph. (510) 237--2325
Fax (510) 237-0608

Golden State Marine
Pier 26, Box 78054
San Francisco, Ca. 94107
Ph. (415) 541-0921
Fax (415) 541-7807

Lee's Marine Electric
90 Rotteck
San Francisco, Ca. 94112
Ph. (415) 584-1800, Page 807-4480

Universal Electric Service
814 Sampson Ave.
Wilmington, Ca. 90748
Ph. (310) 983-5060
Fax (310) 983-5064
(800) 464-2430

FIRE FIGHTING SYSTEMS

Global Fire & Safety
2601 Adeline, Suite 199
Oakland, Ca. 94607
Ph. (510) 834-2323
Fax (510) 834-2326

All-Fire Potection Service
315 N. Avalon Blvd.
Wilmington, Ca. 90744
Ph. (800) 924-8756
Fax (714) 253-6183

Unitor Ships Service
2375 W. Esther
Long Beach, Ca. 90813
Ph. (213) 437-2813
Fax (213) 432-8393

Dahl-Beck Electric
2775 Goodrick Ave.
Richmond, Ca. 94801
Ph. (510) 237--2325
Fax (510) 237-0608

C. Activation Contractors: Prime and Sub (cont.)

BRIDGE ELECTRONIC REPAIR

Raytheon
226 Miller Ave.
South San Francisco, Ca. 94080
Ph. (415) 871-6102
Fax (415) 871-9628

Collins Marine Corp
3040 Market St.
Oakland, Ca. 94608
Ph. (510) 547-4388
Fax (510) 652-9374

Baytronics Corp
2228 Livingston St.
Oakland, Ca. 94606
Ph. (510) 261-0100

Navtech Electronics
985 S. Seaside
Terminal Island, Ca. 90731
Ph. (800) 824-4720
Fax (310) 521-0262

WINCH AND CAPSTAN REPAIR

Hydraulic Services
2734 San Pablo Ave.
Berkeley, Ca. 94702
Ph. (510) 548-5400
Fax (510) 548-1809

Nautical Engineering, Inc.
1790 11th Street
Oakland, CA 94607
Ph. (510) 839-0902
Fax (510) 839-0975

J & H Marine and Industrial Engineering
300 China Basin St.
San Francisco, Ca. 94107
Ph. (415) 495-5277
Fax (415) 495-7591

Marine Propulsion Services
5555 N. Channel
Portland, Or. 97217
Ph. (503) 283-2795
Fax (503) 283-5156

Markey Machinery
79 S. Horton ST.
Seattle, Wa. 98134
Ph. (206) 622-4697
Fax (206) 623-9839

C. Activation Contractors: Prime and Sub (cont.)

WINCH AND CAPSTAN REPAIR

Propulsion Controls Engineering
1304 Sampson St.
San Diego. Ca. 92113
Ph. (619) 235-0961
Fax (619) 233-5096

Steam Valve Machine Co.
98 Hagenberger Loop
Oakland, Ca. 94621
Ph. (510) 635-9091
Fax (510) 635-2223

HYDRAULIC REPAIRS

Hydraulic Services
2734 San Pablo Ave.
Berkeley, Ca. 94702
Ph.(510)548-5400
Fax(510)548-1809

J & H Marine and Industrial Engineering
300 China Basin St.
San Francisco, Ca. 94107
Ph.(415)495-5277
Fax(415)495-7591

Pacific Hydraulic Services
560 S. 31st. St.
Richmond, Ca. 94804
Ph. (510) 233-3398
Fax (510) 236-6802

Nautical Engineering, Inc.
1790 11th Street
Oakland, CA 94607
Ph. (510) 839-0902
Fax (510) 839-0975

C. Activation Contractors: Prime and Sub (cont.)

COMMUNICATIONS EQUIPMENT

Raytheon
226 Miller Ave.
South San Francisco, Ca. 94080
Ph. (415) 871-6102
Fax (415) 871-9628

Collins Marine Corp
3040 Market St.
Oakland, Ca. 94608
Ph. (510) 547-4388
Fax (510) 652-9374

Baytronics Corp
2228 Livingston St.
Oakland, Ca. 94606
Ph. (510) 261-0100

Navtech Electronics
985 S. Seaside
Terminal Island, Ca. 90731
Ph. (800) 824-4720
Fax (310) 521-0262

TURBINE SPECIALIST

McDonnell Engineering
1014 5th Ave West
Seattle, Wa. 98119
Ph. (206) 283-7484
Fax (206) 286-1025

DLI Engineering Corp
253 Winslow Way West
Bainbridge Island, Wa. 98110
Ph. (206) 842-7656

Marine Propulsion Services

5555 N. Channel
Portland, Or. 97217
Ph. (503) 283-2795
Fax (503) 283-5156

P. J. Schwalbenberg & Associates, Inc.
1332-5 Ocean Ave
Sea Bright, NJ. 07760-2277
Ph. (908) 747-1954

Worldwide Industrial
Mike Brau - Houston
(409) 727-8600
James Mercer - Orange Park, Fla.
(904) 264-4366

Tagesco Corp.
238 North Street
Bath, Maine 04530
Ph. (207) 443-2034
(813) 531-2494

C. Activation Contractors: Prime and Sub (cont.)

DIESEL ENGINE REPAIRS

Edinger Marine Service
399 Harbor Drive
Sausalito, Ca.
Ph (415) 332-3780
Ph. (510) 522-4677

Shoreline Diesel Maintenance Inc.
207 Harbor Way
South San Francisco, Ca. 94080
Ph. (415) 588-5642
Fax (415) 588-0598

REGULATORY BODIES

United States Coast Guard
Marine Safety Office
Bldg. 14
Government Island, Ca. 94501
(510) 437-3073 or 3119 or 3113

American Bureau of Shipping
333 Hegenberger Rd.
Suite 701
Oakland, Ca. 94621
Ph. (510) 638-3112
Fax (510) 638-5756

HAZARDOUS WASTE DISPOSAL

Morgan Environmental Services
1776 11th St.
Oakland, Ca. 94607-1436
Ph. (510) 533-2001
Fax (510) 533-2345
24 hr (510) 891-2523
Pager (510) 448-4602

C. Activation Contractors: Prime and Sub (cont.)

INSULATION

Quality Insulation Fabricators
4383 Park Rd.
Benicia, Ca. 94510
Ph. (707) 746-5913
Fax (707) 746-5915

F. Rodgers Insulation, Inc.
2505 W Tenth Street
Antioch, CA 94509
Ph. (510) 754-9100
Fax. (510) 754-9355

SECURITY - WATCHMEN

American Protective Services, Inc.
8105 Edgewater Dr.
Oakland, Ca. 94621
Ph. (510) 5686818

Guardsmark, Inc.
44 Montgomery St. Suite 700
San Francisco, Ca. 94104-3313
Ph. (415) 956-6070

SHIP CHANDLERS/PROVISIONERS

Mariner's Supply Co.
4865 N. Lagoon Ave.
Portland, Or. 97217
Ph. (503) 285-5247

Pan-Pacific Supply
2045 Arnold Industrial Way
Condord, Ca. 94520
Ph. (510) 685-2292
Fax (510) 685-4017

Bay Port Supply, Inc.
555 Sebly Street
San Francisco, Ca. 94124
Ph. (415) 282-5544
Fax (415) 282-1019

Aaron Supply Inc.
1670 Alvarado St., Unit 12
San Leandro, Ca. 94577
Ph. (510) 357-1072
Fax (510) 357-1079

C. Activation Contractors: Prime and Sub (cont.)

SHIP CHANDLERS/PROVISIONERS

Grainger
7801 Capwell Drive
Oakland, Ca. 94621
Ph. (510) 638-1100
Fax (510) 569-2232

J. L. Henderson & Co.
2533 Peralta St.
Oakland, Ca. 94607
Ph. (510) 839-1900
Fax (510) 839-1944

GARBAGE COLLECTION

Oakland Scavanger Co
(510) 562-1364

Golden Gate Disposal
(415) 621-3841

D. Shipyard Solicitation

EVALUATION AND SELECTION PROCEDURES

1. **NO NOTICE PROCEDURE**

In the event a NO-NOTICE Activation is directed, and the time required to properly solicit the Activation Specification will interfere with the vessel's delivery schedule, the following procedures have been established:

A. Upon receipt of the Funding Document (Form MA949), The Ship Manager's PCS RRF Program Mgr and the BAT Leader will solicit repair facilities to learn if they can complete the Activation Specifications within the required Activation timeline. The primary consideration of Potential Activation Success is based on the evaluation of availability and capability. The repair facility that best exemplifies these qualities to the Ship Manager will be given an PCS Sub-Contract Order contract following the approval of the RRF Contracting Officer; to proceed as the General Contractor for the Activation of the vessel.

B. Upon awarding of the Activation contract, the BAT leader will depart for the awarded contractor's repair facility, or supervise their personnel attending the vessel at her lay berth, depending upon whether or not the Activation was “pierside” or required utilizing the ship repair companies facility.

The General Contractor will be utilized as required to perform the work requirements of the Activation Specifications. Technical Representatives and Sub-contractors will be hired directly by the BAT leader also either through the General Contractor or on an individual "as needed basis" by the BAT Learder utilizing FAR Procurement Practices.

PCS, as Ship Manager, recognizes the importance of good communication practices. Each member of the BAT will be assigned specific duties and responsibilities to carry out during the Activation process.

D. Shipyard Solicitation (cont.)

2. NEGOTIATED ACTIVATION SPECIFICATION

A. On an annual basis and with the written approval of the Maritime Administration Western Region COTR, PCS, as Ship Manager, will solicit the "Activation Specification" in the form of an I.F.B. See Appendix "E"

B. As arranged through MARAD's Western Region office, The Ship Manager and the vessel's assigned Port Engineer will have the ship open for two (2) days allowing perspective contractors the ability to inspect and identify the items listed in the proposed Activation Specification.

C. In conjunction with the vessel visits, the Ship Manager will hold a bidder's conference allowing the contractor(s) to ask questions concerning the Activation Specification.

D. In accordance with FAR 52.214-5 (Apr 1989), all solicitations shall be submitted in sealed envelopes or packages and must be sent to the specified office at the specified date and time.

E. As listed in Section M of the IFB, the award shall be made to the lowest responsive and reasonable bidder and is awarded based on availability of funds.

F. As listed in the attached Activation Specification IFB, each category must be satisfied and accepted by the Maritime Administration Contracting Officer prior to awarding the Contract for the vessel's activation. Including but not limited to the following:

- Insurance certificate.
- Determination of prospective contractor responsibility.
- Price analysis.
- Required delivery schedule.
- Solicitation.
- Amendments.
- Contract Modifications.

D. Shipyard Solicitation (cont.)

2. NEGOTIATED ACTIVATION SPECIFICATION- Continued

G. Cancellation orders are written in the event of an alteration, deletion, or modification of the awarded contract. The procedures required prior to instituting an alteration, deletion, or modification is in the form of a "Delivery Order, Amendment, or Modification"

As required to change or alter the contract, a Delivery Order and/or Amendment/Modification shall be prepared by filling in the necessary information as follows:

- Contract ID code
- Amendment/Modification Number
- Issued by Contracting Officer
- Name of Contractor, address, etc.
- Amendment of Solicitation Number and date.
- Notification of contract extended/not extended.
- Description of Amendment/Modification detailing subject matter where available.
- Signatures of both parties accepting the Amendment/Modification and date of acceptance.

On a semi-annual basis or when required by personnel changes, the Activation Plan "NO-NOTICE" and "NEGOTIATED NOTICE" phases will be updated with current data and distributed accordingly.

E. Activation Notification

Single and/or Multiple Activations

The PCS RRF Program Mgr will receive the activation notice and immediately initiate the "Activation Plan."

The PCS RRF Program Mgr can be contacted by telephone during and after normal business hours and/or by digital pager during weekends and holidays.

Grant Stewart	Office (925) 296-1909 Fax ((25)-296-2353 Pager (800) 761-5826

In the event of the PCS RRF Program Mgr's absence, the pager will be given to a key staff member.

Upon notification of activation the PCS RRF Program Mgr will contact the remainder of the Ship Manager's Staff as follows:

Sandy Jones	Office (925) 296-2020 Fax (925)-296-2320
Bobbi Wolff	Office (925) 296-1906 Fax ((925)-296-2352
Jay Mayese	Office (510) 864-6014 Fax (510)-864-6011 Pager (800) 805-6915

F. Notification/Alert List

A complete and current Notification/Alert List of key RRF Staff and their telephone numbers is listed on all RRF Office facsimile cover sheets. The cover sheet is sent with every facsimile sent by the RRF office. This insures that up to date information is disseminated at all times.

The Notification/Alert List is updated whenever there is a change in personnel or a change in telephone numbers.

Marad Washington Contacts

PCS RRF Program Mgr Office of Ship Operations	202-366-1875
PCS RRF Program Mgr of Operational Support	202-366-2629
Chief, Division of Ship Maintenance	202-366-2621
Chief, Division of Reserve Fleet	202-366-5752
Ship Operations Supervisor	202-366-2638
Ship Maintenance Supervisor	202-366-2632
Point of Contact with DMA/Charts/Pubs	202-366-2636
Sealift Enhancement Feature Program Coordinator	202-366-2635

Marad Western Region - San Francisco Contacts

Western Region Director	415-744-2580
Ship Operations Officer	415-744-2577
Supervisory Marine Surveyor	415-744-2565

F. Notification/Alert List

MARITIME ADMINISTRATION - WESTERN REGION

Marine Surveyors

Leoard LaGrappe 415 744-2565

Contracting

Ms Pat Russo 415-744-2593

Military Sealift Command

COMSC (Fleet Operations, Washington DC)	202-433-0041
COMSC (Fleet Operations, Bayonne, NJ)	201-823-5241
MSC - Norfolk	804-444-7713
MSC - Atlantic	201-823-7504
MSC - Pacific	415-466-4111
MSC - Long Beach	213-547-6645
MSC - Seattle	206-526-3910

G. Ship Manager Training

Upon approval of the "Activation Plan" by MARAD's COTR, each key member of the Ship Manager's Basic Activation Team will receive a copy for familiarization and reference.

A proven method of training is actual participation. All key personnel and surge personnel when available will participate in an actual activation. This first hand experience can not be duplicated in any classroom or seminar. They will be able to observe and learn the "Activation Plan" in action.

The frequency and availability of this Activation training will be dependent upon the number of government activations. PCS, as Ship Manager, has numerous years experience activating MARAD RRF vessels and the present BAT staff is well trained in all forms of Activations. New personnel and surge personnel will be instructed by qualified Managers within the BAT. Experience gained from each activation will be forwarded to other Ship Manager personnel to prepare for improved activations in other locations throughout the United States.

The Ship Manager also stresses in addition to the 'hands-on' method of gaining experience, it will be mandatory for all shoreside and shipboard staff members to read and familiarize themselves with applicable Activation documentation; ie. plans, RRF Operations Manuals, MARAD appendixes to the same, RRF Management Supply Manual, etc.

H. Sequence of Events for Activation

1. Confirm notice with Western Region MARAD.

2. Notify the Vice President of Marine Operations (Ocean Assets Manager) and Senior Marine Operations personnel.

3. Select an activation contractor. Confirm that they can handle and understand the scope of the work and the time constraints. Normally the Activation contractor will be decided by competing, i.e.: asking 2 or 3 (if there are many available) for rates; Straight time and Overtime, and percent mark-up on materials and sub-contractors. The Ship Manager will make the final selection using its best judgment by referral as above and from experience. Letter contract or other form of short contract will apply as determined.

4. Confer again with Western Region MARAD and ask for concurrence on the choice of prime contractor.

5. Select Master, Chief Engineer, and a First Assistant Engineer. A back up Chief Engineer may be utilized

6. Notify Labor Relations and give same maximum known information on the ship's mission regarding where, when, and how long vessel activation will be.

7. Assign back up Port Engineer to assist BAT leader.

8. Assign Port Captain and/or Assistant Port Captain.

9. Call United States Coast Guard and ABS offices having jurisdiction for the ship. Advise as to the earliest possible date their services will be needed. Emphasize the time constraints depending on delivery of vessel.

10. Call FCC directly or through Radio Technical Contractor.

11. Notify Outporting Contractor/Berth Security to advise of heavy activity to come during activation.

12. Notify all labor unions through labor relations staff. Confirm with each union separately giving union representatives as much information regarding vessel's activation and deployment details. Place order for PROs. All instructions to unions regarding crewing must be coordinated through central Labor Relations/Crew Personnel department to avoid conflicts.

13. Notify Steamship agency to alert them to ship activity. Have them assign cellular telephones for ship use. Secure phone numbers.

H. Sequence of Events for Activation (cont.)

14. Contact local pilots and tugs to advise of activation. Requirements will be handled by prime contractor, assigned agent, or Ship Manager staff, as directed.

15. Notify Reserve fleet personnel to determine their plan of action for involvement in services for disconnects and line handling . Additional assistance may be offered in use of Fleet personnel. This is an especially useful "perk" due to the "Fleet" personnel's familiarity with the Ready Reserve vessels.

16. Contact Military Sealift Command (MSC WESTPAC) for any special instructions. If possible, attain information pertinent to vessel loading information; destination, duration, and/or cargo operations. Ask if MSC will provide bunkers.

17. Time permitting, verify and qualify information regarding planned vessel activation with MARAD headquarters, Washington DC - Ships' Operations Office.

18. Advise PCS Bunker procurement personnel to the activation of a RRF vessel. Discuss with them the possibility of requesting fuel should MSC defer to Ship Manager.

19. Direct Agent to advise Marine Exchange of vessel activation and going into operation.

20. Notify PCS duty person if weekend call out.

21. Ascertain what world port areas will be germaine to the mission, and who provides charts, DMA or private purchase by the Ship Manager.

I. Augmentation of Local Personnel

A. SHIP MANAGER KEY PERSONNEL

PCS, by virtue of commercial vessel operating background and broad experience in managing RRF vessels, has an extensive listing that is kept current and active of individuals who can be called upon at any time to perform specialty jobs or take on any number of tasks to enhance any operational scenario. Individuals from this list that have been utilized are a definite asset and enhance our capability as Ship Manager. It is not unlike MARAD, MSC, NAVSEA or other government agencies which have certain indirect links and options to utilize consultants and other specialty contractors.

The RRF Ship Manager also maintains a pool of personnel for short term assignment and retains workloads which can be assigned on a rotating basis. This provides a familiarity with the work and a continuing level of employment for those interested in augmenting our workforce to meet our surge requirements.

B. MARITIME ADMINISTRATION Personnel

Marad San Francisco - Contacts

Leonard LaGrappe, Surveyor	415-744-2565
	(home) 510-302-3648
	(cell) 415-740-4231

I. Augmentation of Local Personnel

C. TOWING COMPANIES

Bay and Delta Tugboat Company	(415) 781-3577
Oscar Niemeth Towing, Inc.	(510) 893-0231
Foss Maritime	(510) 307-7820

D. PILOTS

San Francisco Bar Pilots Assoc.	(415) 362-5436

E. SHIPYARDS and SHIP REPAIR COMPANIES

General Engineering	(415) 391-2255
San Francisco DryDock	(415) 861-7447
All Marine Services	(707) 645-8612
Bayship & Yacht Co.	(510) 237-0140
J&H Marine & Industial Engineering	(415) 495-5277
YYK Enterprises	(510) 532-2330
Nautical Engineering, Inc.	(510) 839-0902
Puglia Engineering	(510) 864-7033

J. Master and Chief Engineer Screening

The Ship Manager has adopted, "The Human Resource Panel". The PCS RRF Program Mgr, a senior Port Engineer, the Contracting Officer, and the Alternate Contracting Manager comprise the panel. The Human Resource Panel accepts unsolicited resumes for potential key shipboard employment (Masters, Chief Mates, Chief Engineers, First Engineers). The Panel relies on referrals from RRF staff members and Patriot Contract Services, LLC main fleet personnel.

The Human Resource Panel reviews the candidate's previous work experience, contacts all listed references, contacts previous employers, contacts and requests a report from the Marine Index Bureau for past history and requires a current drug screening report. The last step is the personal interview, in person or via telephone as circumstances dictate.

Masters:

Currently, PCS maintains a listing of active Masters in its fleet. The Human Resources Panel would select candidates based on their performance in the fleet and their RRF experience. The selection process is guided by PCS's Executive Vice President & COO

Before the Master boards the vessel, she/he is brought into PCS's RRF main office and briefed on all policies and procedures. Briefing normally beings in the Executive Vice President & COO's office ending at the RRF offices with the Ship Manager's Key Staff.

Chief Engineers:

Again the Human Resource Panel would screen and interview all potential Chief Engineers.
The BAT Leader would be consulted about the available Chief Engineer position and briefed on the candidate's experience.

Before the Chief Engineer boards the vessel, she/he is brought into PCS's RRF main office and briefed on all policies and procedures.

K. Shoreside Key Personnel Responsibilities

Ship Manager PCS RRF Program Mgr

The PCS RRF Program Mgr, RRF Ship Management is the primary person responsible to receive the "Activation Notice" and initiate the "Activation Plan".

The PCS RRF Program Mgr will monitor through his key staff the Activation Plan throughout the Activation process including all costs, scheduling, and vessel operational readiness.

The PCS RRF Program Mgr will communicate all vital information with regard to policy to the Maritime Administration Western Region.

In the event of the PCS RRF Program Mgr's absence the PCS Staff Manager will assume the responsibilities of the PCS RRF Program Mgr. During multiple vessel Activations assistance will come from the PCS Staff Manager.

PCS Staff Manager

The PCS Staff Manager works directly with the PCS RRF Program Mgr to ensure all vital information is processed during the Activation process.

During a multiple vessel Activation the PCS Staff Manager will assume or assist with many of the PCS RRF Program Mgr's responsibilities.

Port Engineer

The Port Engineer works directly with the Prime Contractor, Vendors and Technical Representatives to correct any deficiencies that would interfere with the readiness of the vessel.

Coordinates with the RRF Logistics/Procurement Specialist for vessel stores and services deliveries.

K. Shoreside Key Personnel Responsibilities

PCS Purchasing Agent

The PCS Purchasing Agent works directly with the Port Staff in obtaining vessel requirements. This would include ordering stores, subsistence items, and any engineering items deemed necessary. Stores and materials will be procured initially for 7 days and if the Ship Manager is so notified of an extended term, then the PCS Purchasing Agent will procure accordingly.

L. Shipboard Personnel

CAPE GIBSON/CAPE GIRARDEAU
CREW MANNING ROSTER
OFFICERS & CREW
"POINT-TO-POINT"

The following is the Crew Manning Roster that would be utilized only in the event the Vessel(s) were to be activated and used soley for the transportation of cargo on a "Point-to-Point" basis with no Underway Replenishment or Vertrep operation.

1. Master

Deck Department:

2. Chief Mate
3. 2nd Mate
4. 3rd Mate
5. 3rd Mate
6. Radio Electronics Officer
7. Bosun
8. Able Bodied Seaman
9. Able Bodied Seaman
10. Able Bodied Seaman
11. Able Bodied Seaman
12. Able Bodied Seaman
13. Able Bodied Seaman
14. Ordinary Seaman
15. Ordinary Seaman
16. Ordinary Seaman
17. Deck Cadet

Engine Department

1. Chief Engineer
2. 1st Assistant Engineer
3. 2nd Assistant Engineer
4. 3rd Assistant Engineer
5. 3rd Assistant Engineer
6. WJR/Engr.
7. WJR/Engr.
8. WJR/Engr.
9. Wiper
10. Wiper
11. Wiper

Steward

1. Chief Steward/Baker
2. Chief Cook
3. Assistant Cook Utility
4. Officer's BR
5. Waiter
6. Crew Mess

L. Shipboard Personnel (cont.)

CAPE GIBSON/CAPE GIRARDEAU
CREW MANNING ROSTER
OFFICERS & CREW
"UNREP/VERTREP"

The following is the Crew Manning Roster that would be utilized in the event the Vessel(s) were to be activated and used for Underway Replenishment or Vertical Replenishment Operations. In addition to the below listed manning, there would be Cargo Handling Detachment embarked on the Vessel(s). This would be a U.S. Navy Reserve group and consist of thirty-seven (37) Officers and men. The Vessel(s) crew would be enhanced to thirty-seven (37) person in order to provide the seventy-four (74) persons required to conduct the Unrep/Vertrep Operations.

1. Master

Deck Department:		**Engine Department**	
2.	Chief Mate	1.	Chief Engineer
3.	2nd Mate	2.	1st Assistant Engineer
4.	3rd Mate	3.	2nd Assistant Engineer
5.	3rd Mate	4.	3rd Assistant Engineer
		5.	3rd Assistant Engineer
6.	Radio Electronics Officer		
7.	Bosun		
8.	Able Bodied Seaman	6.	Electrician Reefer
9.	Able Bodied Seaman	7.	WJR/Engr.
10.	Able Bodied Seaman	8.	WJR/Engr.
11.	Able Bodied Seaman	9..	WJR/Engr.
12.	Able Bodied Seaman	10.	Wiper
13.	Able Bodied Seaman	11.	Wiper
14.	Ordinary Seaman		
15.	Ordinary Seaman		
16.	Ordinary Seaman		

L. Shipboard Personnel (cont.)

Steward

1. Chief Steward/Baker
2. Chief Cook
3. Assistant Cook Utility
4. Officer's BR
5. Waiter
6. Crew Mess
7. General Steward Utility
8. General Steward Utility
9. General Steward Utility

M. Crew Phase-In Schedule

As per the Activation Schedule, during the first hour all cognizant Maritime Unions are contacted to provide the crew. Current union agreements allow jobs to be shipped in advance of the required work date. "Ramping Up" plans call for the following crew members arrival schedule to augument the 9 man ROS crew:

ROS Vessel's

Day One: **Day One**

- Master

Day Two:

- 2nd & 3rd Engineers
- all Deck Deparment staff
- all Engine Department staff
- all Steward Department staff

Plans may be arranged to provide hotel services to the arriving crew, as required. Activation contractor will supply sanitary and trash collection services. Ideally, the vessel galley will be functional for the noon meal on the sixteenth day of activation. In the case of an ROS Crew, the Galley is already operating, the staff is augmented the 2nd Day in order to serve a full crew. The crew is paid the standard per diem rate for subsistence until the vessel is self sustaining.

Initial stores orders are submitted to local vendors and a delivery target time supplied. Labor to load stores as they arrive will be scheduled. Ship's reefer boxes and system is to be operational and checked out before the provisions are loaded aboard.

N. Activation Duties

PORT ENGINEER (BAT LEADER)

DUTIES DURING ACTIVATION:
Upon receipt of the "Notice to Activate", the Port Engineer will notify the Cognizant Authority to discuss vessel and port requirements for activation, review the activation plan and commence all purchases and schedule all events of the activation. Update the PCS RRF Program Mgr of events including costs, activation requirements, additional items, survey, technical strategies, crewing needs, and operational readiness.

The Port Engineer's duties shall include but are not limited to the following:

- Works directly with the Prime Contractor, Vendors and Technical Representatives to correct any deficiencies that would interfere with the readiness of the vessel.
- Responsible for Daily Situation Reports to MARAD.
- Meet with vessel senior officers during the activation on a daily basis to eliminate any potential delays or problems.
- Assist the Port Captain in his duties, including scheduling of repairs, crew, stores, and deliveries. Discuss status of activation on regular basis.
- Monitor activation schedule. Discuss any delays and alter plan to achieve activation time frame.
- Direct key personnel in the functions of the activation.
- Notify USCG, ABS and FCC of activation and schedule surveys and inspections if necessary.
- Notify Agent of activation and schedule tugs, pilots and cellular phones.
- Coordinates with PCS Purchasing Agent for vessel stores and services.
- Works directly with MARAD and MSC Surveyors in preparation of tendering vessel.

N. Activation Duties

MASTER

The Master is directly responsible for the operation, navigation, and safety of the vessel.

The Master also works directly with the Port Engineer, Port Captain, and Ship's Agent to insure the readiness of the vessel. The Master arrives the first day of Activation.

Typical duties may include but are not limited to:

- Signing in crew and assigning work duties.
- Assisting the Port Engineer in his duties.
- Preparing bridge for departure.
- Monitoring activation plan as relates to deck department.
- Organizing and coordinating events with the Chief Mate.
- Directing technical representatives in Deck and Navigation areas.
- Monitoring all activation procedures and attending to all deck department needs.
- Administrative duties including reports, log books, computer logs and daily conferences with Port Engineer.
- Working directly with any MARAD and/or MSC representatives involved in Activation.
- Coordinating with regulatory bodies, i.e., USCG, ABS, FCC.
- Organizing and coordinating stores and fire and boat drills with Chief Mate.
- Setting safe and receiving & counting funds.

N. Activation Duties

MASTER - Continued

- Supervising the bridge and stationed on the bridge during engine trials.
- Organizing and coordinating electronic equipment repair and FCC inspection with Radio Electronic Officer.
- Responsible for implementing the vessel's policies, programs, and detailed instructions for safety practices as covered in PCS's Shipboard Safety Program.
- Review Medical Stores and Controlled Medical Supplies (drugs) delivered and received for vessel's use.

N. Activation Duties

DECK DEPARTMENT

The deck department functions include navigation, communications, piloting and maneuvering of the vessel while at sea, and anchoring, or mooring while in port. The deck department is also responsible for stowage and security of cargo and vessel, maintenance of deck equipment systems, and safety emergency response matters concerning Deck Department functions.

CHIEF MATE

The Chief Mate under the direction of the Master is responsible for implementing and supervising the activation plan for the deck department.

The Chief Mate directs the 2nd and 3rd Mates and Bosun.

Supervises and coordinates all deck safety inspections and testing with the regulatory bodies. Monitors the crew and provides instruction and direction for the Deck Department.

Typical duties may include but are not limited to:

- Working with Master in creating a work plan for crew.
- Working with 2nd Mate on charts and current publications.
- Coordinating delivery, inventorying and stowing of stores and requisitions. Working with Chief Engineer in coordinating deliveries of spares and equipment.
- Standing Watch if no night mate available.
- Assigning rooms for crew and Issuance of keys to crew staterooms.

N. Activation Duties

CHIEF MATE - Continued

Administrative Duties that include:

- General Maintenance of the hull, superstructure, masts, cargo gear, cargo compartments, ground tackle, mooring equipment, fire fighting, lifesaving equipment, and all other equipment requiring maintenance activities.
- Cargo Operations; stowage, planning, proper loading, discharge and security.
- Vessel Security and Safety Enforcement.
- Vessel Trim and Stability.
- Records and Reports, to include payroll information (union agreements and deck department overtime control)
- Fire and Emergency - Plans, Drills, and Exercises.

SECOND MATE

The Second Mate is directly responsible to the Chief Mate and is responsible for all charts and publications and current regulatory requirements affecting vessel.

The Second Mate assists the Chief Mate during inspections and testing. Typical duties may include but are not limited to:

- Directing the crew in proper stowage and placement for all safety gear.
- Standing watches.
- Testing Bridge equipment.
- Assisting technical representatives if necessary.
- Performing medical officer duties, IF (s)he has MITAG's EMT training..
- Cargo Loading and discharging operations supervision, if called upon

N. Activation Duties

THIRD MATE (2)

The Third Mate, under the direction of the Chief Mate, is responsible for preparing all safety gear, lifesaving devices, and lifeboat preparation. The Third Mate arrives the second day of Activation.

The Third Mate assists the Chief Mate during all inspections and testing of all deck equipment. and assists the Second Mate as directed by the Chief Mate. Typical duties may include but are not limited to:

- Standing Watches.
- Supervising delivery of stores.
- Supervising medical supply/locker inspection and assisting with inventory.
- Assisting with fire station inspection.
- Assisting Chief Mate with administrative duties (MARAD paperwork).
- Inventorying and storing emergency gear locker.
- Assisting radio operator with radar.
- Stowing emergency gear.
- Cargo Loading and discharging operations supervision, if called upon

N. Activation Duties

RADIO ELECTRONICS OFFICER

The Radio Electronics Officer is directly responsible to the Master and is responsible for energizing and testing all radio room equipment.

Typical duties may include but are not limited to:

- Demonstrating proper operation of emergency radio during inspection.
- Assisting the Master as directed
- Preparing radio room.
- Assisting Technical Representatives with readiness testing of radio room.
- Participating and assisting with FCC Inspection.
- Assisting technical representatives with repairs.
- Performing pre-departure electronics check
- Interface with MSC communicators as required to get on line with Navy format.
- Attend MSC/Navy conferences on mission details and requirements.
- Inspect radio equipment provided in lifeboats and IPIRB.

N. Activation Duties

BOSUN

The Bosun under the direction of the Chief Mate is responsible for preparing all safety gear, lifesaving devices, and lifeboat consumables. Assists the Chief Mate during all inspections and testing of all deck equipment. Assists the 2nd Mate and 3rd Mates as directed by the Chief Mate.

The Bosun supervises and works with the unlicensed crew as they arrive onboard. Prepares the vessel for sea trial by stowing gear, equipment and material as it arrives.

The Bosun arrives the first day of Activation.

Typical duties may include but are not limited to:

- Deck preparation for sailing.
- Open rooms for crew.
- Checking vessel's equipment on deck.
- Supervise and oversee preparation of ship's cargo gear, cranes, ramps and sideport doors, as required.
- Disposal of trash and garbage in accordance with published government regulations.
- Assisting with delivery of vessel stores.

N. Activation Duties

ABLE BODIED SEAMAN (6)

The Able Bodied Seaman (ABS) under the direction of the Bosun are responsible for labor and assistance to accomplish the inspection and testing of all deck equipment.

The ABS are responsible for properly stowing the gear, equipment, and material as is arrives on the vessel.

The ABS begin arriving the second day of the Activation.

Typical duties may included but are not limited to:

- Preparing the vessel for sea as directed.
- Stowing gear in lifeboats.
- Assisting with delivery of vessel's stores.
- Moving vessel's equipment.
- Stowing and lashing portable gear and supplies.
- Checking and repairing lifeboat equipment.
- Checking safety gear.
- Assisting and participating in fire and boat drill.
- Securing lifeboat gear.
- Assist with the operation ramps, sideports, and hatches.
- Securing hatches & booms.
- Assist with removal of shore power cables and potable water and steam hoses.
- Securing cargo equipment.

N. Activation Duties

ORDINARY SEAMAN (3)

The Ordinary Seaman under the direction of the Bosun are responsible for labor and assistance to accomplish the inspection and testing of all deck equipment.

The Ordinary Seaman are also responsible for the proper stowing the gear, equipment, and material as it arrives on the vessel.

Typical duties may include but are not limited to:

- Preparing the vessel for sea as directed.
- Cleaning and sweeping decks.
- Assisting in the delivery of stores.
- Stowing lifeboats.
- Checking Lashing Gear on deck.
- Stowing safety gear.
- Sanitary work.
- Assisting and participating in fire & boat drill.
- Assisting in the operation of vessel's forklift.
- Assisting in the operations.
- Assist with removal of shore power cables and potable water and steam hoses.
- Checking safety gear.
- Securing cargo gear.
- Rigging pilot ladder
- Washing down decks

N. Activation Duties

ENGINEERING DEPARTMENT

Engine Department functions cover the operation and maintenance of the Vessel's propulsion and auxiliary machinery together with all piping, mechanical, electrical, and non-navigational & non-communications electronic systems.

CHIEF ENGINEER

The Chief Engineer arrives the first day and is head of the engine department. The "Chief" communicates regularly and is directly responsible to the Master for the proper operation, maintenance, and safety of the engine department. The Chief Engineer is responsible for organizing and directing the engine officers and engine crew.

Typical duties include but are not limited to:

- Assisting the Port Engineer in his duties.
- Preparing engine room and machinery for activation.
- Performing all safety inspections and testing in the engine room.
- Monitoring activation plan as relates to engine department.
- Scheduling all watches.
- Organizing and coordinating events with the First Engineer.
- Directing the assistant engineers and any necessary technical representatives during the lightoff of the plant.
- Inspecting and sounding all tanks and fuel lines to receive bunkers (if required).

N. Activation Duties

CHIEF ENGINEER - Continued

- Monitoring all activation procedures and attending to all engine department needs.
- Administrative duties including reports, log books, computer logs and daily conferences with Port Engineer.
- Initiating order for Engine Department stores and accepting delivery.
- Working directly with any MARAD representatives involved in Activation.
- Advising as required, any MSC representatives present on the scene during Activation.

N. Activation Duties

FIRST ENGINEER

The First Engineer is directly responsible to the Chief Engineer for implementation and supervision of the Activation Plan for the Engine Department. Directs the 2nd and 3rd Engineers, Electricians, Watch Juniors and Wipers during the Activation process. Attends all safety meetings, supervises and coordinates all engine safety inspections and testing with the regulatory bodies. Monitors the crew and provides instruction and direction for the Engine department. Tests all systems and assists during light off.

Typical duties may include but are not limited to:

- Starting donkey boiler.
- Putting steam to air heater.
- Adjusting load and starting forced draft fans.
- Pre-testing equipment and machinery.
- Starting steam generator.
- Boiler light off
- Starting up evaporator.
- Lube oil purifier startup.
- Repairs to vessel's equipment (if necessary).
- Preparing #1 generator for start.
- Assisting any technical representatives if necessary.

N. Activation Duties

FIRST ENGINEER - Continued

- Testing generators.
- Putting steam to main engine.
- Starting standby feed pump.
- Starting smoke detection system
- Assisting with delivery and stowing stores
- Preparing and starting lifeboat engine

N. Activation Duties

SECOND ENGINEER

The Second Engineer under the direction of the First Engineer tests, inspects, and maintains the boilers, feed water, and associated gear.

The Second Engineer assists the First Engineer during light off of the plant.

Typical duties may include but are not limited to:

- Standing watch during light off period.
- Assisting with lighting off boiler & feed pump.
- Raising vacuum & singling up
- Assisting with putting lube oil purifier on line.
- Assisting with repairs to vessel's equipment and machine shop area.
- Testing generators.
- Assisting technical representatives.
- Delivery and stowing of stores.
- Assist with putting steam on engines test.
- Starting control air compressor.
- Securing shop for Activation.
- Setting up F.O. Service system.
- Running & adjusting lifeboat motor.
- Monitor by testing feed water quality.
- Test boiler water and add initial charge.

N. Activation Duties

THIRD ENGINEERS (3)

The Third Engineers under the direction of the First Engineer are responsible for preparing and testing all plant equipment.

Typical duties may include but are not limited to:

- Standing watch.
- Repacking feed pump (recips)
- Draining boiler
- Assisting with plant light off
- Start various systems
- Assisting with delivery and stowing of stores.
- Transferring water
- Starting turbo-generator
- Assisting with boiler light off
- Assistance in repairs to engineering plant

N. Activation Duties

THIRD ASST. ENGINEERS - Continued

- Administer any repairs necessary to lube oil purifier
- Taking potable water
- Manage any repairs to the water tank valve
- Standing relief watches. (meals)
- Assisting with the repairs to vessel's equipment
- Securing shop and equipment
- Assisting Technical Representatives

N. Activation Duties

CHIEF ELECTRICIAN (When Assigned)

The Chief Electrician under the direction of the First Engineer is responsible for energizing, testing, and proving all electrical equipment is operational.

Typical duties may include but are not limited to:

- Lamping up
- Electrical repairs
- Removing heat lamps from motors
- Taking stores
- Controller repairs
- Light fixture repairs
- Starting and stopping cargo vents
- Meg all motors
- Supervise checking reefer spaces
- Test hydraulics
- Disconnecting shore power

ELECTRICIAN / REEFER

The Electrician/Reefer takes direction from the Chief Electrician and the First Assistant Engineer. The job is responsible for maintaining the vessel's refrigeration systems, and assisting the Chief Electrician in his duties aboard the vessel.

N. Activation Duties

WATCH JUNIOR ENGINEERS

The Watch Junior Engineers follow the direction of the Third Engineer and stand Engine Room operation watches.

Typical duties during Operation Watches are:

- Starting and stopping equipment
- Checking and recording temperature and pressures
- Checking and pumping bilges.

N. Activation Duties

WIPER

The Wiper is under the direction of the First Engineer and is responsible for Engine Room cleanup.

Typical duties may include but are not limited to:

- Mopping the engine room decks
- Assists in taking bunkers
- Assists in taking stores
- Sanitary work for the unlicensed engine department

N. Activation Duties

STEWARD DEPARTMENT

The Steward Department is headed by the Chief Steward, or the Steward-Baker. The Steward Department is responsible to the Master for maintaining the hotel section of the ship and galley, pantries, refrigerated and dry storerooms, interior passageways, public areas and accommodation spaces, etc. The Steward Department also provides all food service, including storage, preparation and serving.

CHIEF STEWARD / BAKER

The Chief Steward is directly responsible to the Master for the administration, direction, and supervision of all activities within the Steward Department including control of supplies and food and the requisitioning of same.

Typical duties include but are not limited to:

- Planning and preparing menus. Food Preparation and serving of meals.
- Room preparation.
- Assigning rooms for extra riders, ie MARAD, MSC or Technical Representatives
- Setting up mess rooms
- Stripping and waxing decks
- Arranging reefer box stores
- Inspecting Steward Department crew work
- Cleaning passageways and accommodation spaces
- Cleaning galley and pantries
- Administrative reports and paperwork.
- Maintain inventory of ALL Stewards stores including sundries and linen (clean/dirty)

N. Activation Duties

CHIEF COOK

The Chief Cook works directly with the Chief Steward in receiving stores, inventories, preparing meals and supervising Steward Department.

On vessels with ROS or Retention crews the Chief Cook arrives the second day of the Activation.

Typical duties may include but are not limited to:

- Food and room preparation
- Washing down reefer boxes
- Setting up crews mess
- Taking stores
- Arranging dry stores
- Stripping and waxing decks
- Cleaning galley, pantries, and reefers
- Cleaning passageway

N. Activation Duties

ASSISTANT COOK UTILITY

The Assistant Cook Utility works under the direction of the Chief Steward and is responsible for the cleanliness of the Galley, Decks, and hotel section of the ship.

Typical duties include but are not limited to:

- Sweep and mop decks
- Clean officer and crew pantries
- Help with meal preparation
- Assist in taking stores
- Assist in galley clean up
- Assist with arranging dry stores
- Cleaning rooms
- Cleaning passageways
- Cleaning freeze box area
- Cleaning mess areas

N. Activation Duties

GENERAL STEWARD UTILITY (3 or 6)

The General Steward Utility works under the direction of the Chief Steward and is responsible for the cleanliness of the Galley, Decks, and hotel section of the ship.

Typical duties include but are not limited to:

- Sweep and mop decks
- Clean officer and crew pantries
- Help with meal preparation
- Assist in taking stores
- Assist in galley clean up
- Assist with arranging dry stores
- Cleaning rooms
- Cleaning passageways
- Cleaning freeze box area
- Cleaning mess areas
- Cleaning passengers lounge
- Cleaning bulkheads, decks, and spaces in the hotel section as directed by the Steward Baker.

O. Crew Training

Monthly Ship Management Team meetings will be held to discuss work plans and maintenance evaluations for each vessel. During these meetings the Shipboard Allowance List and Maintenance and Repair Tracking System will be reviewed and updated. Included in the meetings will be discussions and plans for crew training in operation and maintenance of ship's equipment.

The Chief Mate is responsible for the Deck Department's familiarization and implementation of the MARAD Deck Operating Manual. Any problems or deficiencies will be discussed at the monthly Ship Management Team meeting and corrective action will be planned. An example would be the inclusion of an "Anchor Test" in the next month's work plan.

The Chief Engineer is responsible for the Engine Department's familiarization and implementation of the MARAD Engineering Operating Manual. Any problems or deficiencies will be discussed at the monthly Ship Management Team meeting and corrective action will be planned. An example would be the inclusion of cleaning and operation of the Lube Oil Purifier in the next month's work plan.

Routine boat and fire drills are conducted to familiarize and train the crew in the location and operation of all vessel fire fighting and lifesaving equipment.

Routine engineering operational "hands-on" training will be conducted through the light off and operation of a designated vessel in the Group. All engineering personnel in Group 31 will be involved. The engineering personnel will be trained in all phases of a plant start-up and operation.

During this "hands-on" training, 24 hour watches will be maintained and all equipment will be operated. Training deficiencies will be noted and corrective action will be implemented.

It will also be the responsibility of all key officers to familiarize themselves with MARAD RRF Operations Management Manuals and Appendices.

P. Cost Estimates

P. Cost Estimates

Q. Cost Control

Shipyards

A Prime Contractor is utilized on an as needed basis. A General Contractor is competitively bid by the following criteria: labor rates, materials mark up, and availability to perform the work.

Materials

The mark up on materials supplied by General Contractor is one of the criteria used in choosing a General Contractor.

The determination of repair or replacement is in control of the Port Engineer (assuming MARAD COTR consents).

Subcontractors

Subcontractors will normally be hired directly by the General Contractor. In certain specific circumstances, Sub-Contractors may be called in directly by the BAT leader.

Technical Representatives

Technical Representatives will be hired directly by the Port Engineer. Payment to Technical Representatives will be made directly by PCS thus saving the traditional mark up charged by the General Contractor.

Specialty Repair Contractors

Specialty Repair Contractors will be hired directly by the Port Engineer. PCS may contract directly with a Specialty Repair Contractor. Call in of "Specialty People" must be cleared with the General contractor. This requirement pertains to access and General contractors insurance requirements.

Bunkers

PCS has on staff a "Bunker Specialist" whose primary responsibility is competitively obtaining bunkers for the entire commercial and RRF Fleets. The Bunker Specialist's services will be utilized whenever an RRF vessel requires bunkers and PCS is tasked to provide them.

Q. Cost Controls

Tugs and Pilots

Tugs and Pilots are arranged by the Ship's Agent. Prices on Tugs and Pilots are fixed by the local tariffs. Timing of vessel movement will effect the Straight time and Overtime situation regarding Tugs, as well as Pilots.

Lubricating Oils

Furnished by PCS through the local supplier for that ship's lube oil, ie: Chevron, Mobil, etc.

Boiler Chemicals

Boiler Chemicals will be purchased directly from the ship's regular boiler water service representative. The Drew-Ameroid Co., has been retained by MARAD under a long term contract to supply these items.

Provisions, Deck & Engine Stores, Outfitting

All items are competitively bid to local suppliers.

Temporary Port Engineers / Port Captain

All Group vessel's have a permanent on site Port Engineer assigned to each group.
A Port Captain shall be provided by PCS when an Activation Notice has been received.

Temporary Startup Engineers

In the case of a multi-vessel activation (within the Group) PCS will provide temporary startup engineers from the surge personnel roster.

R. Meetings and Reports

The Ship Manager will arrange with the BAT Leader to conduct daily shipyard activation meetings to coordinate planned work. Log Books will be prepared and kept by the BAT Leader during Activation start-up and then by the Master (Deck Log) and Chief Engineer (Engine Log) during the final segment of the Activation.

At the termination of the Activation, the Ship Manager will submit to MARAD an "Activation Report". This report will outline a brief history of the activation's major events and any problems that were addressed. The report will also detail the general condition of the vessel prior to and after activation, Daily Sitreps, and the vessel's timeline for delivery.

"Quick-Look" report is required within 48 hours following completion of Sub Phase.

"After-Action" report is required, including lessons learned, within 10 days upon completion of Sub Phase.

S. Notification Letter to USCG

Patriot Contract Services, LLC
1579 Middle Harbor Road
Oakland, CA

"DATE"

Commanding Officer
United States Coast Guard
Marine Safety Office
- Any City USA -

Subject: CAPE GIBSON/CAPE GIRARDEAU

The purpose of this letter is to inform your office that Patriot Contract Services, LLC is now the designated operator for the above mentioned vessel(s) for the Maritime Administration, Western Region.

The Cape Gibson and Cape Girardeau are nested adjacent at the Hunter's Point Naval Shipyard, San Francisco, CA. Our on-site Port Engineer in San Francisco, CA is Mr. John Mayse (415) 330-8550. The vessel(s) are presently located at Berth 14 & 15; Hunter's Point Naval Shipyard, San Francisco, CA

If you have any questions about Patriot Contract Services, LLC or any of the vessels, do not hesitate to contact either of our local Port Engineer or the undersigned direct.

Thank you,
Patriot Contract Services, LLC

PCS RRF Program Mgr

T. Ship Preparation for 180 Day Voyage

At the completion of this Activation Plan, with particular attention given to the Activation Schedule found in Appendix "A", the vessel(s) will be prepared in all aspects for a 180 day voyage.

U. Storing and Supplying Vessel

NON FOODSTUFFS:

Upon notification of an Activation the pre-determined 7-day voyage package (see Attachments AG., Page 76 for example of package) will be ordered immediately. This will ensure that the vessel is prepared at a minimum for a 7-day voyage.

Upon notification that the voyage is lengthened to either 90 or 180 days, the appropriate package (see Attachments AG, Page 76 for example of packages) will be ordered adjusting for any known quantities currently aboard the vessel(s).

A delivery schedule will be coordinated with the supplier, Port Engineer (BAT) and all involved department heads.

Once supplies arrive it will be the responsibility of each department head to receive, verify and direct stowing of supplies.

Utilization of this Activation Plan will ensure that the vessel(s) is properly stored and supplied for any length voyage.

V. Provisioning the Vessel

FOODSTUFFS

Upon notification of an Activation the pre-determined 7-day voyage package (see Appendix "B" for example of package) will be ordered immediately. This will ensure that the vessel is prepared at a minimum for a 7-day voyage.

Upon notification that the voyage is lengthened to either 90 or 180 days, the appropriate package (see Appendix "B" for example of packages) will be ordered adjusting for any known quantities currently aboard the vessel(s).

Suppliers will coordinate a delivery schedule with the Port Engineer (BAT) and/or each department head.

Once provisions arrive it will be the responsibility of the Steward to receive, verify and direct their stowage.

Utilization of this Activation Plan will ensure that the vessel(s) will have all necessary provisions prior to departure for sea trial.

W. Regulatory Body Approvals

Regulatory Bodies

U.S. Coast Guard MSO & Captain of the Port	415-437-3119
Inspection Services	415-437-3073
American Bureau of Shipping	510-638-3112
Federal Communication Commission	510-732-1716
U.S. Public Health Service, San Francisco	415-556-5810

USPHS San Francisco assigns local contractor in the SF Bay Area for De-Rat

Hazmat - Governmental Agencies

For Oil Chemical Spills	800-452-0311
Oil Spill, National Response Number	800-424-8802
Chemtrec (Hazardous Chemical Info)	800-424-9300
also contact Ms. Vicki Frank	415-744-2562

W. Regulatory Body Approvals

AMERICAN BUREAU OF SHIPPING (ABS)

Dry-docking Survey
Tail shaft Survey
Spec/Cont. Survey Hull
Spec/Cont. Survey Machinery
Load Line Certificate
Annual Load Line Inspection
Spec. Annual Survey Hull
Spec. Annual Survey Machinery
Annual Survey - Hull
Annual Survey - Machinery
Intermediate Survey
Port Boiler Survey
Starboard Boiler Survey
Hydraulic Cranes - Retesting
Stern Ramp - Retesting
Annual Cargo Gear Survey
Safety Construction Certificate

UNITED STATES COAST GUARD (USCG)

Tailshaft Examination
Safety Construction Certificate
Certificate of Documentation
Certificate of Financial Responsibility
Certificate of Inspection
Safety Equipment Certificate
Lifeboat Falls Renewal
Pressure Vessels Examination
Port Boiler - 1.25 Hydro
Starboard Boiler - 1.25 Hydro
Main Steam Piping Hydro
Port/Starboard Boiler Mounts Removal
Oil Pollution Prevention Certificate

FEDERAL COMMUNICATIONS COMMISSION (FCC)

Radio/Telegraph/Bridge to Bridge/EPIRB
Radio Station License

UNITED STATES PUBLIC HEALTH AND SAFETY (USPHS)

De-Rat (Exemption) Certification

X. Tendering the Vessel

The Cape GIBSON and Cape GIRARDEAU will be tendered to the government in the prearranged 5 days or sooner in the case of of the Activation Notice, following a successful seatrial.

When the vessel is ready for unrestricted operations, the (Port Engineer) reports to the Western Region MARAD Surveyor that the Activated vessel is ready for tender.

Western Region MARAD notifies MARAD headquarters and MSC that the RRF activated vessel is available for tender.

See Appendix "C" for the Memorandum that would be sent to MSC.

Y. Activation Status Monitoring & Updates

The Activation Plan is closely monitored by the on-site Port Engineer. Daily meetings between the Port Engineer, Prime Contractor and vessel Senior Officers will be held during the activation to discuss the current status of the activation and to eliminate any potential delays or problems.

The Port Engineer shall prepare and fax to MARAD, Western Region a Daily Situation Report (SITREP) (See MARAD Op Manual 2-3-16 for exact format) advising them of activation progress and all significant events.

Z. Multiple Activation Procedures

Upon notification of a Multiple Vessel Activation, the Ship Manager - Patriot Contract Services, LLC (PCS) will augment key personnel with individuals from our current listing of experienced available personnel.

The Activation Plan is effective and applicable for single and/or multiple activations. The only significant difference would be the augmentation of key personnel and surge personnel.

AA. Vessel Keys

Prior-to activation, the Port Engineer and subsequently during Activation the Chief Engineer would be in possession of the Vessel's Grand Master Key - providing access to every lock located on the vessel.

Controlled Equipage under control by the Ship Manager would be realized during activation to the necessary departments. The keys to these special spaces are in the possession of the Port Engineer only.

ENGINE DEPARTMENT

Engine Department Master - provides access to all Engine Department locks/compartments/rooms etc. Chief Engineer, 1st Engineer, 2nd Engineer, 3rd Engineer, Electrician and Junior Engineer each have an Engine Department Master.

Individual Keys - specific location keys for Engine Department locks/compartments/rooms etc. located in key locker in Chief Engineer's office. Chief Engineer carries key to this locker.

DECK DEPARTMENT

Deck Department Master - provides access to all Deck Department locks/compartments/rooms etc. Chief Mate and AB each have a Deck Department Master.

Individual Keys - specific location keys for Deck Department locks/compartments/rooms etc., located in key locker in Chief Mate's office. Chief Mate carries key to this locker.

STEWARD DEPARTMENT

Steward Department Master - provides access to all Steward Department locks/compartments/rooms etc. Chief Steward and General Steward Utility each have a Steward Department Master.

Individual Keys - specific location keys for Steward Department locks/compartments/rooms etc., located in key locker in Chief Steward's Office. Chief Steward carries key to this locker.

AB. Master's Safe Combination

The safe combinations for the Gibson/Girardeau will be in the possession of the assigned Port Engineer, Jay Mayse, or the Maintenance Chief Engineer in the case of the Gibson.

At present time, the Ship Manager PCS RRF Program Mgr and the Port Engineer have the combinations. Once an activation occurs, the vessel's combinations will be changed for the new Master.

AC. Vessel Documents, Surveys, and Certificates

Vessel documents and certificates are kept in the Documentation Binder (Blue Book) located in the Master's safe aboard the vessel(s). In the front of the binder is an index of the book's contents by document name, issue date, and expiration date.

Each vessel; Cape Gibson and Cape Girardeau has been equipped with the MARAD MARTS program, providing a comprehensive listing of all surveys, Inspections, and Certificates. This data is kept current by the Port Engineer.

AD. ABS Survey Status Reports

Up to date copies of the ABS Survey Status Report(s) will be included in the Final Draft of this Activation Plan.

AE. USCG Pre-Inspection Check Off List

Do the following work in preparation for and during the necessary inspections to allow for the issuance of the Certificate of Inspection.

NOTE:

1. All of the activation, testing and deactivation of any and all equipment in this check list shall be carried out by personnel familiar and trained in the use and operation of the equipment.
2. All equipment dealt with in this check list shall be pre-tested and repaired as necessary to assure its proper functioning prior to calling in ABS and USCG Inspector.
3. All testing and certification will be performed in conjunction with a Dock Trial or Activation.

Steering Gear Test (ABS & USCG)
The steering gear apparatus shall be exercised from all stations to the satisfaction of the USCG Inspector.

Anchor Windlass (ABS & USCG)
Test the operation of the windlass. Demonstrate proper functioning of the brakes and ability of the equipment to hoist and lower the anchor. After completion of the test, return the anchors and all associated equipment to their normal conditions, as found, and secure the windlass.

Rudder Angle Indicator
While the steering gear test is in progress, observe the operation of the rudder angle indicators.

Telephone System
Test and prove the proper functioning of the entire sound-powered telephone system to and from all stations. Upon completion of the test make certain that any weather tight closures are secured.

Engine Order Telegraph
Energize, test and prove functional, both to and from each station, the engine order telegraph. Prior to the test, check all circuits for grounds. This includes the proper operation of the telegraph illumination system, all instruments, bells and indicators.

Radars
Provide competent technical assistance to energize, test and prove satisfactory the radar equipment.

AE. USCG Pre-Inspection Check Off List

Gyro System
Provide competent technical assistance to energize, test and prove satisfactory the gyro and related equipment.

Running Lights, Panels, Indicators and Alarms
Test and prove satisfactory the above subject equipment in all modes.

Emergency Generator
Operate, test and prove proper operation of the emergency generator, its switchboard, controls, intake dampers, overspeed trip, low oil trip, gauges and governor. Test the automatic buss transfer and prove operational.

General Alarm System
Visually inspect and test the alarm batteries. Test the system and prove satisfactory by operating from every station. Ensure all bells throughout the vessel are in good working order.

Fire Dampers
Lubricate and ensure all manual and automatic fire dampers are operational.

CO2 and Fire Detection Systems
Provide technical assistance to prove that the CO2 and Fire Detection Systems function properly. Weigh each cylinder to determine its charge weight; check the remote alarms for proper operation; and check to determine that pull stations and the vent trip systems operate properly.

Upon completion, provide certificates to the Ship Manager.

D.C. Heater Relief Valves
Remove the valve to a certified repair facility.. Disassemble, repair as necessary, reassemble and test the valve. Return the valve to the vessel and install as original, using new gaskets. Upon completion, provide certificates to Ship Manager, showing set pressure.

Unfired Pressure Vessels
Pretest all unfired pressure vessel relief valves to 1-1/4 times respective working pressures. Ensure that any hand relieving gear is operational.

Hydrostatic Testing - Port & Starboard Boilers - Main Steam Lines
Provide qualified contractor to set-up and perform hydrostatic pre-test and USCG witnessed test on the port and starboard boilers and main steam lines.

AE. USCG Pre-Inspection Check Off List

Exterior Water Tight Doors

Ensure that all exterior water tight openings, which include the stern door, the port and starboard fueling station doors, the port and starboard side port doors, and the "A" deck ramp door and hatch covers, will successfully pass both operational and water tests.

Hydraulically Operated Shaft Alley Watertight Door

Test the operation of the shaft alley watertight door from all operating stations. Ensure that all audible alarms and indicating lights are functioning as designed.

Remote Shut Down/Operators

Ensure that all remote shut downs and operators function as designed.

Dumb Waiter and Elevators

Provide qualified elevator technicians to perform all inspections, tests, and repairs required to obtain certificates. Provide certificates to Ship Manager.

Lifeboats and Davits

Inspect the wire falls, sheaves, brake and limit switches of both lifeboat davits. Change out fuel and prove operational the diesel engine on the starboard lifeboat. Prove operational the fleming gear of the port lifeboat.

NOTE: Check dates for wire end for end requirements. If weight test is required (due) provide flow meter for the test.

Liferafts

Send Liferafts and hydrostatic releases to certified contractor for inspection and certification. Provide certificates to Ship Manager.

Boiler Relief Valves

Provide qualified contractor to pre-test and test for USCG all relief valves on port and starboard boilers.

Automation Testing

Ensure that all equipment automation as outlined in the approved USCG Automation Test Procedures are tested and proven operational prior to USCG Inspection.

AF. Tank Soundings and Bunkers

Current Soundings: See Attached Appendix "D"
Bunkers As Follows:

RRF VESSELS: CAPE GIBSON/CAPE GIRARDEAU

Please use the following as the Bunker Specification for our steam turbine powered vessels.

PROPERTY	UNIT	TEST	TYPICAL	LIMIT
Gravity,	API degrees @ 60F	(ASTM D287)	11.0	10.5 Min
Specific Gravity @ 60F		(ASTM D1298)	.9930	.9965 Max
Viscosity, Cst @ 50C		(ASTM D445	400	480 Max
Flash Point, 0C		(ASTM D93)	100	66 Min
Pour Point, 0C		(ASTM D97)	10	20 Max
Water by Distillation,%Vol		(ASTM D95)	0.1	0.5 Max
Sediment by Extraction,%wt		(ASTM D473)	0.05	0.15 Max
Ash, % wt.		(ASTM D482)	0.05	0.10 Max
Sulfur, % wt.		(ASTM D129)	2.0	4.0 Max
Metals by Fusion	(AA or ICP)			
Sodium, ppm			15	70 Max
Vanadium, ppm			70	150 Max

FUEL OIL TRANSFER PROCEDURES

A: This oil transfer procedure applies only to bunker oil loading and discharge operations. This procedure does not apply to transfer of bunker oil from storage tank to storage or settling tanks.

B: A complete description of the fuel oil filling and transfer system is given in SECTION 17 and the oil transfer and filling system is shown diagrammatically on Dwgs 17.1 and 17.2 of the engineer s operating manual.

C: All oil transfer operations shall be under the direct supervision of the Chief Engineer. Sufficient numbers of qualified members of the engine dept. will be stationed at the loading manifold filling control valve, filling manifolds, transfer pump, and tank sounding tubes throughout the transfer operation.

AF. Tank Soundings and Bunkers

D: Prior to each fuel transfer operation, the Chief Engineer will review with the facility and ship's personnel all communications procedures, loading sequence and rates, emergency procedures, and any other pertinent information regarding the transfer.

E: The duties of the personnel required for oil transfer operations are as follows:

(1) Chief Engineer - designated person in charge.

(2) Two licensed engineers - (as designated by the Chief Engineer) all duties to be performed under the direction of the Chief Engineer
- sound storage tanks prior to and after transfer operation
- connect andl disconnect transfer hose
- operate fuel storage tank filling valves during transfer
- control filling rate using filling control valve
- operate fuel oil transfer pump
- assist as directed by Chief Engineer

(3) One unlicensed member of the engine dept (as designated by the Chief Engineer) All duties to be performed under the direction of the Chief Engr. or designated licensed engineer.
- connect and disconnect transfer hose.
- observe the oil transfer hose at all times during transfer operation.
- operate emergency shutdown when necessary.
- relay information between the shore or barge and the engine room filling station.
- assist as directed by the Chief Engineer or designated licensed engineer.

(4) Duty Mate in charge of tending vessels moorings during transfer operation,
- supervise the plugging of suppers
- supervise mooring of bunker vassal alongside.
- insure that proper oil transfer signales are shown.
- insure that proper no smoking signs are posted and obeyed.

AF. Tank Soundings and Bunkers

F. Communication with the loading facility must be maintained at all times during the transfer. The transfer operation shall be shut down immediately in the event of any oil leakage.

G. Storage tanks are to be left 5% slack to allow for expansion of the oil when heating. The loading rate is to be reduced when topping off the last tanks.

H. It shall be the responsibility of the Chief Engineer to insure that all valves in the transfer system are properly secured and the loading manifold blank is installed immediately upon completion of the transfer operation.

I. All fuel tank vents shall have 5 gal containment buckets fitted and in place throughout the transfer operation.

J. The procedure for emptying the deck discharge containment buckets is to transfer any oil in the portable containers to the contaminated storage tank via the fitting and funnel located on the main deck port side at frame 148.

K. In the event oil discharges on the water, the transfer operation is to be stopped at once and a report of the incident made to the ship's agent and the local USCG office or the HOTLINE 1-800-424-8802

AG. Itemized Ordering Quantities

See Attached Appendix "B" - 7day, 90day, and 180day Requisitions.

AH. Activation Letters, Forms and Reports

The five (5) day activation requirements of the vessel(s) in the San Francisco Bay Area make it necessary to utilize telephone and fax communications versus written correspondence as the primary communication tools.

SitReps from the (Port Engineer) are submitted daily to Western Region MARAD. These forms contain information regarding the current status of the Activation.

The Chief Engineer, using the PC-SAL system, generates Spare Parts Purchase Requests for ordering all necessary Spare Parts for the Activation.

The Chief Engineer, Chief Mate and Chief Steward using the Consumable Order Sheet "Form AG", inventory and order all necessary supplies, provisions, and stores for the Activation. If an extended voyage is planned the same order sheet is used for ordering.

AI. Use and Management of Spares

All vessels in the Western Region are equipped and utilize MARAD's current PC-SAL system which outlines procedures and instructions for the use and management of spare parts and equipment.

All Chief Engineers have been trained, by MARAD representatives, in the use and function of this system. Crew members are instructed by the Chief Engineer in PC-SAL procedures and requirements.

AJ. Stowing Procedures

Steward Department Stores:

The Chief Steward is responsible for inventorying, ordering, receiving and stowage of all Steward Department supplies, stores, provisions and linen.

Frozen Goods are to be stowed in the Meat, Fish and Meat or Frozen Food Walk-In Domestic Freeze Boxes located Frame 138, “Second” Deck.

Refrigerated supplies are to be stowed in the Dairy or Vegetables & Fruit Chill Boxes located Frame 138-140, "Second" Deck.

Dry Stores are to be stowed in the Dry Provisions Locker, Stbd side, Frame 138, “Second” Deck.

Cleaning Gear/Sundries, Crockery/Utensils are to be stowed in the Stewards Sundry Stores Locker located "Second" Deck, Frame 150, starboard passageway.

Clean Linens are to be stowed in the Clean Linen Locker located on the "Second" Deck in the starboard passage way.

The Deck Department will assist in receiving and stowing of Steward Department supplies, stores, provisions and linens under the direction of the Chief Steward.

AJ. Stowing Procedures

Deck Department Stores

The Chief Mate is responsible for inventorying, ordering, receiving and stowing all Deck Department supplies, stores and provisions.

Deck Department consumable supplies are stowed in Bosun's Locker,Carpenter's Shop, Port and Stbd Deck Lockers, Aft Garage, Aft Deck Storeroom

All lifeboat equipment and safety gear is currentlly stowed in two (2) 20 foot containers in #4 Hold UTD.

Gear and provisions will be placed in the Life Boats at Activation by the Deck Department under the direction of a designated Licensed Deck Officer.

Engine Department Stores:

The Chief Engineer is responsible for inventorying, ordering and receiving of all Engine Department supplies.

Supplies will be received and placed in the Garage, forward of the machine ship under the direction of the 1st Engineer. They will remain under lock and key until they can be distributed to their proper stowage lockers by the Engine Department crew.

The following is a list of Engine Department Lockers:

Engineers Storeroom
Machine Shop

AK. Bunkering Check Off List

IMPORTANT EVENTS

Designation of Person in Charge.

Availability of Oil Transfer Procedure

PRIOR TO BUNKERING CHECK OFF LIST

1. Check moorings for sufficiency in all weather.

2. Install all deck scupper plugs. Ensure fuel oil vent and filling containment is in place, empty and ready for fueling operation.

3. Hoist and display red flag (B) by day & red lite at night.

4. Post "NO SMOKING" - "NO NAKED LIGHTS" - "NO BURNING OR WELDING" signs near gangway.

5. Check gaskets and fueling hose and loading arm for good condition.

6. Connect fueling hose with minimum of four (4) holes in such a manner that connections are not strained.

7. Check opposite side fueling station to insure valves are closed and blanks are installed.

8. Ensure communications and language fluency exists between barge (or shore facility) and fueling connection. A transfer conference between person in charge aboard ship and barge or facility to be held to set up bunkering details and schedule.

9. Open fueling valve at filling station, intermediate filling valve and fuel oil tank manifold valves.

10. Chief Engineer or designated person shall witness gauging of barge or facility tanks prior to start of bunkering. Obtain sample fuel oil (CG2357-97.15-55) and make proper log entries.

11. Gauge tanks prior to receiving bunkers and record soundings. Check pneumercators for accuracy.

AK. Bunkering Check Off List

12. Check overboard discharges, sea suction valves connected to fuel or ballast systems are locked or sealed shut.

13. Chief Engineer or designee to furnish pre-planned bunkering sequence to his assistants.

14. Ensure that steam to heating coils to all tanks is secured.

15. Trim ship, if needed, to remove list and drag.

16. The Port Engineer will arrange with the Port Agent to rig an anti-pollution boom around vessel prior to bunkering.

DURING BUNKERING CHECK-OFF LIST

1. Man telephone and fueling stations.

2. Notify Mate on watch that fueling is to begin.

3. Chief Engineer or designee has barge start pumping operation at slow speed and checks for leaks at filling connections.

4. After 10-15 minutes of trouble free pumping, slowly increase pumping rate to safe pressure. Leave settlers slack to receive overflow.
5. Make constant checks in fueling operation to prevent excess filling pressures.

6. Advise man watching static line pneumercator prior to shutting off tank valves.

7. Take extra precautions as vessel reaches full bunker capacity to prevent air bubbles (BURPS) from causing oil spill.

8. Person in charge shall personally supervise connecting up, topping off tanks and disconnection hose.

AK. Bunkering Check Off List

EMERGENCY PROCEDURES

1. In case of oil spill notify barge facility to stop pumping immediately.

2. Notify local pollution control (USCG) as soon as possible (not later than 15 minutes) of the accident.

3. Contact facility and clean-up contractor to boom-off, contain and collect spillage.

AFTER BUNKERING CHECK-OFF LIST

1. Notify barge to stop pumping.

2. Blow fueling line and hose clear of oil.

3. Secure filling valves and re-install blanks.

4. Disconnect fueling hose, blank end and remove from ship.

5. Secure all filling valves, cutouts and fueling manifold valves in engine room.

6. Witness gauging of barge/facility tanks.

7. Sound all ship's tanks.

8. Inform Mate that bunkering operation is completed.

9. Let go barge and remove fueling flag/lights.

10. Take head off fuel tanks.

11. Make walkover survey to insure no spills - clean up any oil.

12. Post schedule to take head off tanks in warm water & pumping schedule (sequence).

AL. Local Fire and Police Protection

The Group 37 vessels; Cape Gibson and Cape Girardeau have their Fire Plans stowed in a clearly marked metal weather tight tube affixed permanently at the respective vessel's gangway. The Fire Plan shall include the location of all exits, fire fighting equipment, fire hoses, portable fire extinguishers, fire pumps, piping, valves and the location of the nearest shoreside fire hydrants. Fire protection shall be from the shoreside hydrant adjacent to the vessel. Sufficient fire hoses with nozzles shall be furnished to reach either end of the vessel. Fire hoses with nozzles are stored in the red cabinet at the hydrant.

Emergency Services

Police	911
Fire	911
Medical	911

APPENDIX "A"

APPENDIX "B"

APPENDIX "C"

APPENDIX "D"

APPENDIX "E"